

# 2023-2024 Dependent Verification Form

**Directions:** You were selected to undergo a process called verification by the Department of Education. The government selects students for verification to ensure that the figures used to fill out the FAFSA match with income information submitted to the IRS for 2021. Financial aid that's been awarded will not pay down your bill until the verification process is complete. We have established priority deadlines to submit your verification paperwork to ensure your aid pays prior to the payment deadline. Documents submitted after will still be processed, but it may not be done in time to guarantee aid paying out prior to the tuition deadline.

**Priority Submission Deadlines:** Fall 2023: July 1, 2023 Spring 2024: November 30, 2023

**How to Submit Form:** Submit completed form to One Stop Enrollment Center for processing. Please fill out and print. **Documentation submitted by fax or email will not be accepted.** Upload through the **Document Uploader**, mail to University of Texas at San Antonio, **One Stop Enrollment Center**, One UTSA Circle, San Antonio TX 78249 or drop off in person at the UTSA One Stop office.

- **Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2023-2024*; Category: *Verification*; Category 2: *UTSA Verification Form*; Document: *Dependent Verification Form*

## STEP 1: HOUSEHOLD INFORMATION

Please list the number in household in the box below, include:

- Yourself
- The parents or parent listed on your FAFSA and your stepparent if they remarried.
- The parents' other children if the parents will provide more than half of their support from **July 1, 2023 to June 30, 2024**.
- Other persons who live with your parent(s) and parents provide more than half of their support and will continue to provide more than half of their support through **June 30, 2024**.
- Write the name of the college or university for any household member listed (excluding your parents) who will be attending at least half-time between **July 1, 2023** through **June 30, 2024** in a degree or certificate program.

If more space is needed, attach a separate page with student name and your myUTSA ID at the top.

Full Name	Age	Relationship to Student	College Attending
		Student/Self	UTSA

Continue on Page 3

### UTSA OFFICE USE ONLY:

**STEP 2: STUDENT TAX FORMS AND INCOME INFORMATION** 

Mark only one box below.

**I have filed my 2021 taxes.**

- Attach 2021 IRS tax return transcript or signed 2021 tax return to this form unless you completed the IRS Data Retrieval Tool.

**I did not earn any income in 2021. I did not and was not required to file a 2021 tax return.**

**I did earn income from work in 2021. I did not and was not required to file a 2021 tax return.**

- Attach all of your 2021 W-2 form(s) and 1099 Misc. form to this form.

- List in **Step 4** the names of all employers and the amount earned from each employer in 2021.

**STEP 3: PARENT TAX FORMS AND INCOME INFORMATION** 

Mark only one box below.

**I have filed my 2021 taxes.**

- Attach 2021 IRS tax return transcript or signed 2021 tax return to this form unless you completed the IRS Data Retrieval Tool.

**I did not earn any income in 2021. I did not and was not required to file a 2021 tax return.**

- Attach the IRS Verification of Non-filing Letter to this form.

**I did earn income from work in 2021. I did not and was not required to file a 2021 tax return.**

- Attach the IRS Verification of Non-filing Letter to this form.

- Attach all of your 2021 W-2 form(s) and 1099 Misc. form to this form.

- List in **Step 4** the names of all employers and the amount earned from each employer in 2021.

**STEP 4: EARNED WAGES INCOME INFORMATION** 

Complete only if you earned income but did not file in 2021. List every employer below even if the employer did not issue an IRS W-2. If more space is needed, attach a separate page with student name and myUTSA ID at the top.

Student's Employer Name	Student Earned Wages
Parent 1 Employer Name	Parent 1 Earned Wages
Parent 2 Employer Name	Parent 2 Earned Wages

Continue on Page 3

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**STEP 5: CERTIFICATION AND SIGNATURES**

**Certification Statement:** Your signature on this document confirms your acknowledgment of the following:

- *The information submitted for review is true and correct to the best of my knowledge.*
- *Providing false information on either my FAFSA or 2021 tax information may result in reduced eligibility, repayment of aid, or both.*
- *If there is conflicting information, additional documentation may be required upon request.*
- *I understand if any differences arise between my FAFSA and my 2021 federal tax information that the office of Financial Aid & Scholarships will be required to correct my information, which may result in a change to my financial aid.*
- *If any paperwork is incomplete, then I understand this will delay the processing of my verification.*
- *I understand the verification paperwork and all required documentation submitted after the deadlines are not guaranteed to be completed by payment deadline.*
- *I understand that I need to have payment arrangements in place if this form and all required documentation requested is submitted after the submission deadline to avoid late fees or change in enrollment.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UTSA OFFICE USE ONLY:**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_